

No. I-34016/01/2021 - O&M  
Government of India  
Ministry of Road Transport and Highways  
(O&M Section)  
Transport Bhawan, 1, Parliament Street, New Delhi

Dated the 27<sup>th</sup> July, 2021

OFFICE MEMORANDUM

As per guidelines issued by the Cabinet Secretariat/Department of Administrative Reforms and Public Grievances and Manual of office procedure, which prescribe that the channels of submission should not be more than four, all categories/levels of officers and staff in the ministry, for the purpose of channel of submission of files, are broadly categorized as under:

Category/level I	Secretary
Category /level II	Additional Secretary/Joint Secretary or equivalent
Category/level III	Director/Deputy Secretary/Under Secretary/Deputy Director or equivalent
Category/level IV	All other levels

2. Vide office Circular of even number dated 9<sup>th</sup> February, 2021 all the Zones/Wings were asked to propose the channel of submission in respect of various items of work ensuring four level of submission. Wings/Zones that have submitted their proposals are annexed for submission of files. No officer falling in a particular category/level will put up files to another officer in the same category unless explicitly provided.
3. All officers in the Ministry of Road Transport and Highways are advised to follow strictly the channel of submission as per annexure for the disposal of work.
4. This issues with the approval of Competent Authority.

Encl. As above:

  
(Rajinder Kumar)  
Deputy Secretary to the Govt. of India

To

1. All Wing Heads - MoRTH
2. NIC for uploading on website of Ministry and e office.

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Estt.-I & Estt.-IB (Non-Technical)						
S.No	Class of cases with brief subject	Levels through which to be submitted to decision making level			Decision making level	
1.	<b>Framing of/amendment to the Rectt. Rules:</b>	Level I	Level II	Level III	Level-IV	
a)	a. Group 'B' (Gazetted) & (non-Gazetted) posts	SO	DIR	JS	Secy	Minister
b)	b. Group 'C' posts	ASO	DIR	--	--	DIR
2.	<b>Appointment/Promotion/Confirmation/Deputation:</b>	Level I	Level II	Level III	Level-IV	
a)	Group 'A' officers where ACC approval is required	SO	DIR	JS	Secy	Minister
b)	Cases of Group 'A' officers where ACC approval is not required	ASO	US	JS	Secy	Secy
c)	Cases of Group 'B' officers (Gazetted) &(non-Gazetted )	ASO	US	JS	Secy	Secy
d)	Group 'C' officers	ASO	DIR	--	--	DIR
	<b>NOTE:</b> In all cases of appointments where any relaxation of prescribed requirement is involved, the case should be shown to Secretary/Minister					
3.	<b>CASES of Disciplinary action under CCS(CONDUCT) RULES</b>	Level I	Level II	Level III	Level-IV	
a)	Matters under conduct rules concerning all Group 'A' & 'B' Officers	SO	DIR	JS	Secy	Minister
b)	Group 'C' Officers	ASO	US	JS		JS
4.	<b>ISSUE OF LEAVE ORDERS AFTER LEAVE HAS BEEN SANCTIONED</b>	Level I	Level II	Level III	Level-IV	
a)	All officers/Staff	SO	-	--	Leave will be sanctioned by the Administration Division on the recommendation of Superior Officers where considered necessary. The immediate Superior Officer	

						may obtain the orders of the next higher officer. Leave of Officers of the rank of US and above for a period exceeding 2 weeks be considered by Secretary
b)	<b>Permission for personal visit abroad:</b>	Level I	Level II	Level III	Level-IV	
i)	Group A Officers (JS level & above)	SO	DIR	JS	Secy	Minister
ii)	Group A Officers (below JS level)	ASO	US	JS	Secy.	Secy.
iii)	Group 'B'(Gazetted)	ASO	US	JS	--	JS
iv)	Group B (non-Gazetted) & Group C	ASO	Dir	--	--	Dir
5.	<b>FIXATION OF PAY</b>	Level I	Level II	Level III	Level-IV	
	All Posts	ASO	DIR	--	--	DIR
6.	<b>PENSION CASES</b>	ASO	US (HOO)	PAO	--	PAO
7.	<b>POST RETIREMENT ENCASHMENT OF LEAVE/CGEGIS</b>	Level I	Level II	Level III	Level-IV	
	For all officers/Staff	ASO	US	JS	--	JS
8.	Medical reimbursement/ leave encashment/ Tuition fee	ASO	Dir (HOD)	--	--	Dir (HOD)
9.	Trg. Programmers,/Various intimation /permission under Conduct Rules	Level I	Level II	Level III	Level-IV	
(i)	Group 'A' officers	ASO	Dir	JS	Secy.	Secy.
(ii)	Group 'B'(Gazetted)	ASO	US	JS	--	JS
(iii)	Group B (non-Gazetted) & Group C	ASO	Dir (HOD)	--	--	Dir(HOD)
10.	NOC for passport/Custody of official/ Personal/Diplomatic Passports	ASO	Dir (HOD)	--	--	Dir (HOD)
11	All Court Cases matters	SO	US	JS	--	JS
12.	<b>Transfer postings/relieving:</b>	Level I	Level II	Level III	Level-IV	
(i)	Group A Officers (JS level & above)	ASO	Dir	JS	Secy.	Minister
(ii)	Group A Officers (below JS level)	ASO	US	JS	Secy.	Secy.
(iii)	Group 'B'(Gazetted)	ASO	US	JS	--	JS
(iv)	Group B (non-Gazetted) & Group C	ASO	Dir	--	--	Dir

13.	Miscellaneous matters as per the specific instructions/directions received.	ASO/SO	US	Dir	As the case may be	As the case may be
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Establishment-II Section

S No	Class or cases with brief subject.	Levels through which to be submitted to decision making level				Decision making level
		Level I	Level II	Level III	Level-IV	
1.	<b>Creation of posts:</b>					
	Group 'A'	SO	Dir	JS	Secy	Minister
	Group 'B & C' i.e Subordinate Staff at RO/ELO/PIU Officers	ASO	US	JS	Secy	Secy
2.	All papers/proposals for cabinet/cabinet committee and Group of Ministers (Cadre Review of CES (ROAD)	SO	Dir	JS	Secy	Minister
3.	Amendments to the RRs of CES(R)	SO	Dir	JS	Secy	Minister
	Amendments to other subordinate clerical services (General Central Services Officers)	ASO	US	JS	Secy	Secy
4.	Nominations for training/seminars/symposium deputation abroad including training programme etc under International Scheme Plans of CES(R) officers(Under JICA Etc)	SO	Dir	JS	Secy	Minister
5	Nomination of officers CES(R) for training/seminars/symposium/deputation etc within India (Foundational Training Course of AEE/IRC Seminar)	ASO	US	JS	Secy	Secy
6.	<b>Framing/Amendments to the RRs:</b>					
A	CES (Roads) Group 'A' posts	SO	Dir	JS	Secy	Minister
B	Group 'B' (Gazetted/non-Gazetted) of GCS posts	ASO	US	JS	Secy	Secy
C	Group C posts	ASO	US	Dir		Dir
7.	<b>Appointment/Promotion/Confirmation:</b>					
A	Group 'A' officers where ACC approval is required. (CE/ADG/DG)	SO	Dir	JS	Secy	Minister
B	Group A officers where ACC approval is not required. (EE/SE)	SO	Dir	JS	Secy	Secy
C	Group B &C officers (Gazetted/ Non Gazetted) officers ie head Clerk/Stenographer/Staff Car Driver/UDC/LDC/MTS	ASO	US	JS	Secy	Secy
8.	<b>Cases of CCS (Conduct Rules) 1964:</b>					
A	CES (Roads) Group A officers	SO	Dir	JS	Secy	Minister
B	Group B and C officers (GCS Services)	ASO	US/DS	JS	Secy	Secy
9.	<b>Issue of leave orders after leaves has been sanctioned:</b>					
A	Group C	ASO	Leave will be sanctioned by the Estt			

	Group A and B officers	ASO	Division on the recommendations of superior officer			
10.	<b>Fixation of pay:</b>					
	For all officers	ASO	US	Dir	--	Dir
11.	Pension cases	ASO	US (HOO)	--	--	PAO
12.	<b>Post retirement encashment of leave/CGEGIS:</b>					
	For all officers	ASO	US	JS		JS
13.	<b>Posting Transfer of CES(R) officers:</b>					
	Upto the level of Superintending Engineer	SO	Dir	JS	Secy	Secy
	Chief Engineer and above	SO	Dir	JS	Secy	Minister
14.	<b>Deputation of CES(R) Officers to other organizations:</b>					
	Deputation of officer upto the level of Superintending Engineer for 5 years	SO	Dir	JS	Secy	Secy
	Deputation of officer upto the level of Chief Engineer for 5 years	SO	Dir	JS	Secy	Minister
	Extension of deputation of all officers of CES(R ) beyond 5 years	SO	Dir	JS	Secy	Minister
15.	Medical Reimbursement	ASO	Dir			
16.	Children Education Allowance	ASO	Dir			
17.	Passport	ASO	Dir			
18.	Increment	ASO	Dir			
19.	Leave	ASO	US			
20.	Permission for higher studies	ASO	Dir			
21.	LTC Leave Encashment	SO	Dir	JS	Secy.	Minister
22.	Air Travel Relaxation	ASO	Dir			
23.	DDO Declaration	ASO	Dir			
24.	Monthly/Quarterly Report	ASO	US			
25.	56(J)	SO	Dir	JS	Secy.	Minister
26.	Disciplinary Proceeding	SO	Dir	JS	Secy.	Minister
27.	Court Cases	SO	Dir	JS	Secy.	Minister
28.	Empanelment of CES(Roads) Officers	SO	Dir	JS	Secy.	Minister
29.	Any other work allocation with the approval of Competent Authority.					

### Establishment-II B

S No	Class or cases with brief subject.	Levels through which to be submitted to decision making level				Decision making level
		Level I	Level II	Level III	Level-IV	
1.	<b>Creation of Posts</b>					
	Group 'B & C'	ASO	US	JS	Secy.	Secy.
2.	All papers/proposals for cabinet/cabinet committee and Group of Ministers i.e. Cabinet Committee on Accommodation for Board Level Members.	SO	Dir	JS	Secy	Minister
3.	RRs of board level post of NHAI and Amendments to the RRs of General Central Services (GCS) i.e.	ASO	US	JS	Secy	Minister

	AE, TO STA & TA. (AE & TO are Group 'B' Gazetted, STA is Group 'B' Non-Gazetted & TA is Group 'C'					
4.	Nominations for training/seminars/symposium deputation abroad including training programme etc under International Scheme Plans of NHAI officers	SO	Dir	JS	Secy	Minister
5.	Nomination of GCS officers (i.e. STA & TA) for training/seminars/symposium/deputation etc within India	ASO	US	JS	Secy	Secy
6.	Court/CAT cases of all GCS officers	ASO	US	JS	Secy.	Secy.
7.	<b>Establishment Matters</b>					
i)	<b>Framing of amendments to the RRs</b>					
A	Board level post of NHAI	SO	Dir	JS	Secy	Minister
B	Other than board level post of NHAI i.e. CGM, DGM, GM & Manager etc.	ASO	US	JS	Secy	Secy
C	Group B (Gazetted) i.e. AE & TO	ASO	US	JS	Secy	Secy
D	All other Group B and C i.e. STA & TA	ASO	Dir	--	--	Dir
ii)	<b>Appointment/Promotion/Confirmation</b>					
A	Board level post of NHAI through ACC/ Central Staffing Scheme	SO	Dir	JS	Secy	Minister
B	Other than board level post of NHAI through Search Cum Selection Committee	ASO	US	JS	Secy	Secy
C	Cases of Group B officers (Gazetted)i.e. AE & TO duly promoted through DPC	ASO	US	JS	Secy	Secy
d	Cases of Group B and C officers appointed through SSC and promoted through DPC	ASO	Dir	--	--	Dir
iii)	<b>Cases of CCS (Conduct Rules) 1964</b>					
A	Group 'B' Gazetted i.e. AE & TO	ASO	US	JS	Secy	Secy
B	Group 'B' (non-Gazetted) and Group 'C' officers i.e. STA & TA	ASO	US	JS		JS
8.	<b>Issue of orders after being sanctioned</b>					
(i)	Leave order of GCS officers	ASO		Leave will be sanctioned by the Estt Division on the recommendations of superior officer.		
(ii)	Pay Fixation of GCS officers	ASO	Dir	--	--	Dir
(iii)	Pension cases/Post retirement matter of GCS officers	ASO	Dir	--	--	Dir
(iv)	Medical Reimbursement of GCS officers	ASO	Dir	--	--	Dir
(v)	Children Education Allowance of GCS officers	ASO	Dir	--	--	Dir
(vi)	Passport of GCS officers	ASO	Dir	--	--	Dir
(vii)	Increment of GCS officers	ASO	Dir	--	--	Dir
(viii)	Leave of GCS officers	ASO	Dir	--	--	Dir
(ix)	Permission of Higher Education of	ASO	Dir	--	--	Dir

	GCS officers					
(x)	LTC Leave Encashment of GCS officers	ASO	Dir	--	--	Dir
(xi)	DDO Declaration of GCS officers	ASO	Dir	--	--	Dir
(xii)	Air Travel Relaxation of GCS officers & NHAI officers	ASO	Dir	--	--	Dir
(xiii)	Monthly/Quarterly Report	ASO	US	--	--	US
(xiv)	56J	ASO	US	JS	Sect.	Sect.
9.	RTI matters	US	Dir(In case of appeal)	--	--	--
10.	<b>Posting Transfer of officers</b>					
	Posting Transfer of GCS officers	SO	Dir	JS	--	JS
	Posting transfer of NHAI officers	SO	Dir	JS	Secy	Minister
11.	<b>Deputation / extension of deputation</b>					
	Deputation of officer in NHAI upto 5 years	ASO	US	JS	Secy	Secy
	Deputation of officer in NHAI beyond 5 years	ASO	US	JS	Secy	Minister
	Deputation / extension of deputation of GCS officers	ASO	Dir	JS	Secy	Secy

### RTI Section

Sr. No.	Class or case with brief subject	Levels through which to be submitted to decision making level				Decision making level
		Level I	Level II	Level III	Level-IV	
1.	Dealing all the RTI applications/appeals received online and also in physical form in the Ministry and CIC notice for hearing.	ASO	US	--	--	US
2.	Administrative matters related to RTI received from CIC and DoPT	SO	DS	JS	Secy	Secy.
3	Implementation of various provisions of the Right to Information Act, 2005 in the Ministry.	SO	DS	--	--	DS
4	Monitoring of updating of the information in website by NIC in consultation with the respective Wing Heads	ASO	US	--	--	US
5	Furnishing of quarterly information to the Central Information Commission for their Annual Report as per the provisions of the RTI Act, 2005.	ASO	US	--	--	US
6	Implementation of Rules, regulations, instructions framed/issued under the RTI Act, 2005 by the DOP&T	SO	DS	--	--	DS
7	Other miscellaneous works like, furnishing of information in respect of applications received under RTI	ASO	US	--	--	US

Act, 2005 to Hon'ble Minister and other higher officers, as and when asked, correspondence with and seeking clarification from DOP&T matter relating to the RTI Act.					
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### O&M Section and Record Room

Sr. No.	Class or case with brief subject	Levels through which to be submitted to decision making level				Decision making level
		Level I	Level II	Level III	Level-IV	
1.	O&M inspection of Sections/Desks in the Ministry	ASO	US	JS/ AS	--	JS/AS
2.	Matters relating to Central Secretariat manual of office procedure	SO	DS	JS/ AS	--	JS/AS
3.	Measures for toning up of effective and responsive administration in the Ministry and its lower formations.	ASO	US	JS/ AS	Secy	Secy
4.	Collection/Compilation of instructions relating to level of final disposal of business allocated to the Ministry with reference to transaction of Business rules.	ASO	US	JS/ AS	Secy	Secy
5.	Review and updation of instructions relating to level of final disposal of business allocated to the Ministry with reference to transaction of Business rules.	ASO	US	JS/ AS	Secy	Secy
6.	Compiling of status report on Review of Act, rules etc. in respect of the Ministry.	SO	DS	JS/AS	Secy	Secy
7.	Record Management under the Public Records Act 1993 and the Public Records Rules, 1997 framed by the National Archives of India.	ASO	US	JS/AS	Secy	Secy

### IT Section

Sr. No	Class of cases with brief subject	Level through which to be submitted to decision making level				Decision making level
		Level I	Level II	Level III	Level-IV	
1.	Administrative & Financial sanctions	SO	DS/Dir	JS/ AS	Secy	Secy
2.	Organising computer courses/training through NIC as per requirement of the Ministry	ASO	US	JS	AS	AS
3.	Monitoring e-Governance programme, schemes and IT initiatives of the Ministry / GoI	SO	DS/Dir	JS	AS	AS
4.	Coordination between MoRTH and NIC for Developing website of MoRTH and other internet related matters	SO	DS/Dir	JS	--	JS

5.	Monitoring & coordination for ITASO related matters	US	JS	--	JS
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### हिंदीअनुभाग

क्रम सं	फाईलों का नाम	फाईल संचालित करने वाले अधिकारियों का क्रमिक विवरण				निर्णय लेने का स्तर
		स्तर - I	स्तर - II	स्तर - III	स्तर - IV	
1.	तिमाही प्रगति रिपोर्ट	सहायक निदेशक (राभा)	उप निदेशक (राभा)	निदेशक (प्रशासन वराभा)	संयुक्त सचिव (राभा)	संयुक्त सचिव (राभा)
2.	संसदीय राजभाषा समिति का निरीक्षण	सहायक निदेशक (राभा)/उव राभा) पनिदेशक (राभा)	निदेशक (प्रशासन वराभा)	संयुक्त सचिव (राभा)	सचिव	सचिव
3	वार्षिक मूल्यांकन रिपोर्ट	सहायक निदेशक (राभा)	उप निदेशक (राभा)	निदेशक (प्रशासन वराभा)	संयुक्त सचिव (राभा)	संयुक्त सचिव (राभा)
4	कार्यशाला का आयोजन	सहायक निदेशक (राभा)	उप निदेशक (राभा)	निदेशक (प्रशासन वराभा)	संयुक्त सचिव (राभा)	संयुक्त सचिव (राभा)
5	राजभाषा का यान्वयन समिति की बैठक	सहायक निदेशक (राभा)	उप निदेशक (राभा)	निदेशक (प्रशासन वराभा)	संयुक्त सचिव (राभा)	संयुक्त सचिव (राभा)
6	वार्षिक हिंदी प्रोत्साहन पुरस्कार तथा अन्य	सहायक निदेशक (राभा)	उप निदेशक (राभा)	निदेशक (प्रशासन वराभा)	संयुक्त सचिव (राभा)	संयुक्त सचिव (राभा)
7	हिंदी पखवाड़ा का आयोजन	सहायक निदेशक (राभा)	उप निदेशक (राभा)	निदेशक (प्रशासन वराभा)	संयुक्त सचिव (राभा)	संयुक्त सचिव (राभा)
8	हिंदी सलाहकार समिति का गठन	उप निदेशक (राभा)	निदेशक (प्रशासन वराभा)	संयुक्त सचिव (राभा)/सचिव	मंत्री, सड़क परिवहन एवं राजमार्ग मंत्रालय	मंत्री, सड़क परिवहन एवं राजमार्ग मंत्रालय

### Cash Section

Sr. No.	Brief subject	Levels through which to be submitted to decision making level	Decision making
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		<b>Level I</b>	<b>Level II</b>	<b>Level III</b>	<b>Level IV</b>	<b>level</b>
1.	Salary Bills	ASO	DDO	--	--	DDO
2.	Medical Advance/Medical Claims Bills	ASO	DDO	--	--	DDO
3.	GPF Advance/GPF Withdrawal Bills	ASO	DDO	--	--	DDO
4.	Contingency Bills	ASO	DDO	--	--	DDO
5.	Reconciliation of Expenditure	ASO	DDO	--	--	DDO
6.	TA Advance/TA Claim Bills	ASO	DDO	US (Controlling Officer)	--	US
7.	LTC Advance/ LTC Claim Bills	ASO	DDO	US (Controlling Officer)	--	US
8.	Monthly GST Bills	ASO	DDO	US (Controlling Officer)	--	US
9.	Any other file on Cash related matter	ASO	DDO	US	JS	JS

#### VIGILANCE SECTION

<b>Sr. No</b>	<b>Class of cases with brief subject</b>	<b>Level through which to be submitted to decision making level</b>				<b>Decision making level</b>
		<b>Level I</b>	<b>Level II</b>	<b>Level III</b>	<b>Level-IV</b>	
1.	<b>Granting Vigilance Clearance in r/o officers and staff of Ministry.</b>					
a)	Non-Gazetted officers	ASO	US	JS&CVO	--	JS&CVO
b)	Gazetted / Board Lever Officers	SO	DS	JS&CVO	JS&CVO (If required)	JS&CVO (If required)
2.	<b>Scrutiny of complaints</b>					
a)	Preliminary examination of complaints for taking decision as to whether Investigation is required or needs to be filed being anonymous and pseudonymous	ASO	US	JS&CVO	--	JS&CVO
b)	Verification of complaints/Transfer of complaints received from various sources-	ASO	US	JS&CVO	--	JS&CVO
c)	Examination of Audit Reports	ASO	US	JS&CVO	--	JS&CVO
d)	Asking for comments of Administrative Heads/CVO concerned	ASO	US	JS&CVO	--	JS&CVO
e)	Referring cases for investigation by CBI/CTE.	SO	DS	JS&CVO	Secy	Minister
3.	<b>Processing of</b>					

	<b>Comments/Reports received from Administrative Heads.</b>					
a)	Processing of comments/investigation reports received from Administrative Heads for necessary decision/submission of IR to CVC.	SO	DS	JS&CVO	Secy	Secy
b)	Processing of cases received from CBI-for seeking permission under Rule 17A or Sanction for Prosecution under CrPC Act.	SO	DS	JS&CVO	Secy	Minister
c)	Processing of Investigation Report received from CBI recommending RDA against any officer of the Ministry/ Board Level Officer of NHAI/NHIDCL.	SO	DS	JS&CVO	Secy	Minister
d)	Processing of CTE's reports for seeking comments of Administrative Heads concerned /submission of reply to CTE/CVC.	SO	DS	JS&CVO	Secy	Secy.
4.	<b>Investigation of complaints having vigilance angle in consultation with CVC.</b>					
a)	Referring cases to CVC for First Stage Advice	SO	DS	JS&CVO	Secy	Minister
b)	Taking final decision on CVC advice in consultation with Disciplinary Authorities proceedings.	SO	DS	JS&CVO	Secy	Minister
5.	<b>Conducting departmental proceedings in vigilance cases against officers/official of the Ministry and Board level appointees of NHAI &amp; NHIDCL.</b>					
a)	Seeking approval of Disciplinary Authority for initiation of disciplinary proceedings/Suspension of alleged officers.	SO	DS	JS&CVO	Secy	Minister
b)	Periodical review of suspension cases.	SO	DS	JS&CVO	Secy	Minister
c)	Issue of Charge sheet	SO	DS	JS&CVO	Secy	Minister
d)	Appointment of CDI/Enquiry Authority/Presenting officer	SO	DS	JS&CVO	Secy	Minister
e)	Final decision on Enquiry Report	SO	DS	JS&CVO	Secy	Minister
f)	Seeking Second Stage Advice of CVC or consulting UPSC on conclusion of enquiry.	SO	DS	JS&CVO	Secy	Minister
g)	Final decision on disciplinary cases after receipt of CVC or UPSC advice.	SO	DS	JS&CVO	Secy	Minister
h)	Processing of appeals against the penalty orders	SO	DS	JS&CVO	Secy	Minister
6.	<b>Processing cases for</b>					

	<b>appointment of CVO and IEMs in the Ministry, NHAI and NHIDCL</b>					
a)	Making interim arrangements to look after the work of CVO in NHAI/NHIDCL till appointment of CVO through CVC.	ASO	US	JS&CVO	Secy	Minister
b)	Referring cases for appointment of CVO in NHAI/NHIDCL to CVC for approval.	ASO	US	JS&CVO	Secy	Minister
7.	<b>Parliament Questions/Matters</b>					
a)	Processing reply to Parliament Questions	SO	DS	JS&CVO	Secy	Minister
b)	Seeking extension of time to fulfill assurances	ASO	US	JS&CVO	Secy	Minister
c)	Finalizing ATN to the assurances	SO	DS	JS&CVO	Secy	Minister
d)	Replies to the Questionnaire of the parliamentary committees	SO	DS	JS&CVO	Secy	Minister
8.	<b>Reports &amp; Returns</b>					
a)	Periodical reports and returns submitted to CVC	ASO	US	JS&CVO	--	JS&CVO
b)	Periodical reports and returns submitted to DoP&T	ASO	US	JS&CVO	--	JS&CVO
c)	PIDPI report submitted to CVC	ASO	US	JS&CVO	--	JS&CVO
d)	Periodical reports and returns submitted to CBI	ASO	US	JS&CVO	--	JS&CVO
e)	Report submitted to Hindi Section	ASO	US	JS&CVO	--	JS&CVO
9.	<b>Planning/conducting surprise inspections of any project/work</b>					
a)	Seeking approval to carry out surprise inspection of any project	--	DS	JS&CVO	Secy	Secy
b)	Submission of Inspection Report	--	DS	JS&CVO	Secy	Secy
10.	<b>Other miscellaneous issues</b>					
a)	Preparation of Agreed List and list of gazette officers with doubtful integrity	SO	DS	JS&CVO	Secy	Secy
b)	Scrutiny of AIPRs/intimations under Conduct Rules	SO	DS	JS&CVO	Secy	Secy
c)	Examination of existing procedures to promote transparency and accountability.	SO	DS	JS&CVO	Secy	Secy
d)	Processing of petitions/appeal filed in the courts	SO	DS	JS&CVO	Secy	Secy
e)	Annual Sectoral Review Meeting with CVC	SO	DS	JS&CVO	Secy	Secy
f)	Identification of sensitive posts	ASO	US	JS&CVO	Secy	Secy
g)	Organizing Vigilance Awareness Week	ASO	US	JS&CVO	--	JS&CVO
h)	Conducting Sensitization Programme	ASO	US	JS&CVO	--	JS&CVO
i)	Submission of reply to RTI applications	ASO	US	--	--	US
j)	Submission of reply to RTI Appeals.	SO	DS	--	--	DS

<b>General Section</b>						
S.No	Class or case with brief subject	Levels through which to be submitted to decision making level				Decision making level
.	Procurement involving expenditure upto 1 lakh	Level I	Level II	Level III	Level-IV	
1.	Stationery items	ASO		DS		DS
2.	Items related to COVID (i.e. Sanitizer, masks, gloves and equipments etc.)	SO	--	DS	--	DS
3.	AMC bills of cut flowers and green plants/postal franking machine installed in CR Section	ASO	--	DS	--	DS
4.	ARC bills for stamps/name plate and canvass banner	ASO	--	DS	--	DS
5.	Computer accessories (hard disc ram, key board, mouse etc.)	SO	--	DS	--	DS
6.	Muster roll/ink for Duplo/Rizo	ASO	--	DS	--	DS
7.	Books/maps etc.	ASO	--	DS	--	DS
8.	Maintenance/repair of vehicles	ASO	--	DS	--	DS
9.	Petrol consumption bills of Staff Car	ASO	--	DS	--	DS
10.	Procurement of Bio Metric	ASO	--	DS	--	DS
11.	Procurement of Pedestal fan/Room heater/Air purifier/printing of visiting card, letter head, envelop, book etc.	ASO	--	DS	--	DS
12.	Procurement of AC/TV/Air purifier	SO	--	DS	--	DS
13.	Procurement of Computer/scanner/printer/MFP	ASO	--	DS	--	DS
14.	Procurement of cartridges/tonner for printers	ASO	--	DS	--	DS
15.	Tonners/cartridges for photocopier & MFP	ASO	--	DS	--	DS
16.	Release of payment for Electric AMC/Furniture AMC	ASO	--	DS	--	DS
17.	Drinking water AMC bill payment	ASO	--	DS	--	DS
18.	Photocopier AMC monthly bills	ASO	--	DS	--	DS
19.	Payment of Coffee vending Machine bills	ASO	--	DS	--	DS
20.	Housekeeping bill/Security Guard bills	ASO	--	DS	--	DS
21.	Procurement of furniture	SO	--	DS	--	DS
<b>Procurement involving expenditure more than 1 Lakh.</b>						
22.	Stationery items	SO	US	--	JS	JS
23.	Items related to COVID (i.e. Sanitizer, Masks, gloves and equipments etc.)	SO	--	DS	JS	JS
24.	AMC bills of cut flowers and green plant/postal franking machine	ASO	--	DS	JS	JS

	installed in CR Section					
25.	ARC bills for stamps/name plate and Canvass banner	ASO	US	--	JS	JS
26.	Computer accessories (hard disc ram, key board, mouse etc.)	SO	--	DS	JS	JS
27.	Muster roll/ink for Duplo/Rizo	SO	--	DS	JS	JS
28.	Books/maps etc.	ASO	US	--	JS	JS
29.	Procurement/maintenance/repair of vehicles	SO	--	DS	JS	JS
30.	Petrol consumption bills of Staff Car	ASO	US	--	JS	JS
31.	Procurement of Bio Metric	ASO	US	--	JS	JS
32.	Procurement of pedestal fan/Room heater/Air head, envelop, book etc.	SO	--	DS	JS	JS
33.	Procurement of AC/TV/Air Purifier	SO	--	DS	JS	JS
34.	Procurement computer/scanner/printer/photocopier/softwear/MFP	SO	--	DS	JS	JS
35.	Procurement of cartridges/tonner for printers & photocopier	ASO	US	--	JS	JS
36.	Tonners/cartridges for photocopier & MFP	ASO	US	--	JS	JS
37.	Release of payment for Electric AMC/Furniture AMC	ASO	--	DS	JS	JS
38.	Drinking water AMC bill payment	ASO	US	--	JS	JS
39.	Photocopier AMC monthly bills	ASO	--	DS	JS	JS
40.	Payment of Coffee Vending Machine bills	SO	US	--	JS	JS
41.	Housekeeping bill/Security Guard bills	ASO	US	--	JS	JS
42.	Office Furniture	SO	--	DS	JS	JS
43.	High value procurement i.e.Laptops/VC systems etc.	SO	--	DS	JS	Secy.
<b>AMC/Tender for various services</b>						
44.	AMC of cut Flowers and green plants and payments of its bills/AMC for postal franking machine installed in CR Section	ASO	--	DS	JS	JS
45.	ARC for stamps/name plate and canvass banner	ASO	--	DS	JS	JS
46.	AMC for photocopier and monthly bills	SO	US	--	JS	JS
47.	AMC for Cable TV Network	ASO	--	DS	JS	JS
48.	Coffee vending Machine (AMC)	SO	US	--	JS	JS
49.	Drinking Water(AMC)	SO	--	DS	JS	JS
50.	AMC of Housekeeping/Security Guard bills	ASO	US	--	JS	JS
51.	Hiring vehicles AMC	ASO	--	DS	JS	JS
52.	Electric services	ASO	US	--	JS	JS
53.	AMC for CCTV Camera (BECIL) and AMC Bills	SO	--	DS	JS	JS

54.	Hiring vehicles monthly bills Payment	ASO	--	DS	JS	JS
<b>Miscellaneous matters</b>						
55.	RTI Matters	ASO	US	--	--	US
56.	RTI Appeals	SO	--	DS	--	DS
57.	Reimbursement of claims of MoRT&H official viz. Briefcase etc.	ASO	--	DS	--	DS
58.	Bills of professional bills i.e. Publication/advertisement/publicity/and OAE	ASO	US	--	--	US
59.	Work related to Budget Allocation to ROs etc.	ASO	US	--	JS	JS
60.	Release of payment of e-TDS	ASO	US	--	--	--
61.	CVC report to vigilance	ASO	--	DS	JS	JS
62.	Renewal/fresh issuance of photo ID cards/MHA pass	ASO	US	--	JS	JS
63.	Administrative work in i/o Staff Car Drivers	SO	--	DS/Dir	JS	JS
64.	Medical bills/LTC/Tution Fee etc.	ASO	--	Dir(Estt)	--	Dir(Estt)
65.	HBA related work/GPF/	ASO	--	DS	JS	JS
66.	Car Parking Level	ASO	--	DS	JS	JS
67.	Report/References regarding GeM	ASO	US	--	JS	JS
68.	Report/returns i.e. Monthly, Quarterly, Half yearly	ASO	--	DS	JS	JS
69.	Monthly D.O	ASO	--	DS	--	DS
70.	Monitoring of Multi level car parking and roof top café related work	ASO	US	--	JS	JS
71.	Liason with CSO in M/o Home Affairs/CISF for office Security/CPWD	ASO	US	--	JS	JS
72.	All bills of General Section and bills of other Division to be signed by US (gen) as head of the Office.	ASO	US	--	--	US
73.	All work related to shifting of office form Transport Bhawan to other place.	SO	US	DS	JS	JS
74.	Any other work allocation with the approval of competent Authority					
	SO will seek assistance from any ASOs					

### CANTEEN/Welfare Section

Sr. No	Class of cases with brief subject	Level through which to be submitted to decision making level				Decision making level
		Level I	Level II	Level III	Level IV	
1.	MoRTH Staff Hospitality reimbursement bills/Credit sale bill below One Lakh	ASO	--	DS		DS
2.	MoRTH Staff Hospitality reimbursement bills/credit sale bill more than One Lakh	ASO	US	--	JS	JS

3.	RTI Appeal	SO		DS	--	DS
4.	RTI Matters	ASO	US	--	--	-US
5.	MPs/VIPs references	US	DS	JS	Secy.	Minister
6.	Financial Matter upto One Lakhs	ASO	--	DS	--	DS
7.	Financial Matter more than One Lakhs	ASO	--	DS	JS	JS
8.	Retirement farewell, Celebration of various events days during the years	ASO	DS	JS	Secy	Secy.
9.	Fixation of Pay i.e. departmental canteen Staff	SO	US	DS/Dir (Estt)	JS	JS
10.	Medical claim/ Personal Matters i/r departmental canteen staff.	ASO	US	Dir(Estt)	JS	JS
11.	Service book maintenance and sanction of leaves i/r departmental canteen staff	ASO	US	--	--	US
12.	Pension case i/r canteen staff	ASO	US	Dir(Estt)	JS	JS
13.	Leave encashment/Tuition fee reimbursement i/r canteen staff	ASO	US	Dir(Estt)	JS	JS
14.	All reports and returns i.e.monthly, Quarterly, Half yearly	ASO	US	--	JS	JS
15.	Records / review and wedded out of old files.	ASO	US	--	--	US

### E DISHA Project

Sl. No.	Class of Cases with Brief Subject	Channel of submission				Decision making level
		Level I	Level II	Level III	Level-IV	
1.	Administrative & Financial sanctions	CTO	DS	JS	Secy	Secy
2.	MoM of ERP review meeting					
i)	Meeting Chaired by Secretary	CTO	JS	AS	Secy.	Secy.
ii)	Meeting Chaired by AS	SM Database/	CTO	JS	AS	AS
iii)	Meeting Chaired by JS	SM Database	CTO	DS	JS	JS
iv)	Meeting Chaired by DS	SM Database	CTO	DS	--	DS
3.	DO/OM/Communication letters					
i)	Legacy track (PMIS/RAMS/GIS)	SM Database	CTO	DS	JS	JS
ii)	SAP/LCM/Workflow applications	SM IT Application	CTO	DS	JS	JS

iii)	Digitization/VIP references/IT audits	SM Digitization	CTO	DS	JS	JS
iv)	IT Platforms/IT security	SM IT Platform	CTO	DS	JS	JS
v)	Misc. (Program governance/ Change management/ Notice)	TPC	CTO	DS	JS	JS
4.	Project progress status	SM Database	CTO	JS	AS/Secy	AS/Secy
5.	Payment processing of IT Consultants, NISG team	TPC	CTO	DS	CE(EAP)	CE(EAP)

Coordination Division

Sr. No.	Class or case with brief subject	Levels through which to be submitted to decision making level				Decision making level
		Level I	Level II	Level III	Level-IV	
1	Monthly Summary for Cabinet	ASO	US	--	--	US
2	Monthly D.O letter for Cabinet Secretary	SO	Dir	JS	Secy.	Secy.
3	Orders of routine nature received from other Ministries/ Deptt. which need to be circulated to attached / subordinate offices and other sections in the Department	ASO	US	--	--	US
4	Orders having financial implication and other important and orders received from other ministries / Department to be circulated to the attached/subordinate office and other section in the Deptt	ASO	US	--	--	US
5	Nomination of representatives / Nodal officer on the working Group of other Ministries etc.	SO	US	JS	Secy.	Secy.
6	Annual Report of the Deptt.	SO	Dir	JS	Secy.	Secy.
7	Papers received from Cabinet Secretariat for coordination of Cabinet Committee/CoS	SO	Dir	JS	Secy.	Secy.
8	Comment on Cabinet Note/CoS Note	SO	Dir	JS	Secy.	Minister
9	Comments on SFC/EFC	SO	US	JS	Secy.	Secy./ Minister
10	Disposal of references from PMO/Cabinet Secretariat /President Secretariat	ASO	US	JS	Secy.	Secy.
11	Inputs on all Parliamentary Questions/Assurances wherein coordination of Work involved	SO	Dir	JS	--	JS
12	Monitoring of status of disposal of MP/VIP references	SO	Dir	JS	--	JS
13	Notices of Misc. meeting held in the ministry for which consultation	ASO	US	JS	--	JS

isneeded					
<b>PARLIAMENT SECTION</b>					
Sr. No.	Class or case with brief subject	Levels through which to be submitted to decision making level		Decision making level	
		Level I	Level II	Level III	Level-IV
1	Study visit of Department-relating PSC on Transport, Tourism & Culture - Nomination of officers for attending the meeting, preparing background note and handling the associated work	SO	Dir	JS	Secy.
2	Meetings of various Parliamentary Committees in Parliament House Annexe - Nomination of officers for attending the meetings, preparing note for the committees and handling the associated work	SO	US	JS	Secy.
3	Consultative Committee attached to M/o RTH - for deciding the subject/agenda, date, time and venue for the meetings.	Dir	JS	Secy.	Minister
4	Receipt and distribution of notices of the Parliament Questions, list of Starred/Unstarred/ Short Notice Questions	ASO	--	--	SO
5	Preparation of sets of answers to Parliament Questions and delivering them to LS/RS	ASO	--	--	SO
6	Uploading of soft version of Starred/Unstarred Parliament Questions to the portal of LS/RS and sending the e-mail to PIB	ASO	--	--	SO
7	Compilation and updation of Parliamentary Assurances, Matters raised under the rule 377 of LS, Special Mention in RS	ASO	US	Dir	JS
8	To keep a track of legislative proposals of this Ministry	SO	US	Dir	JS
9	Follow up for the work, such as forwarding ATRs, prepared by the concerned Wings to LS/RS	SO	US	Dir	JS
10	Processing the names of officers to attend meetings of various Parliamentary Committees for passes	ASO	Dir	JS	Secy.
11	Forwarding the references received from LS/RS/MPA on Parliamentary matters to the concerned Wing.	ASO	SO	US	JS
12	To arrange meetings for briefing the Hon'ble Minister (RTH), Hon'ble MoS (RTH) in connection with Parliament	ASO	--	--	SO

	Questions, Calling Attention Motions, Half-an-Hour Discussions etc.					
<b>Land Acquisition Division</b>						
Sl. No.	Class of cases with brief subject	Levels through which to be submitted to decision making level		Decision making level		
		Level I	Level II	Level III	Level IV	
1.	<p><b><u>Policy Issues</u></b></p> <p>a). Policy matters (framing of Rules/ Guidelines) relating to LA under NHs Act, 1956 and RFCTLARR Act, 2013.</p> <p>b). Establishment of Highway Administration under Control of NHs (Land &amp; Traffic) Act, 2002 &amp; framing of Rules/ guidelines thereunder.</p> <p><b>Parliament Matters</b> - Framing of reply to Starred and Unstarred Questions (LS &amp; RS both), Assurances, Matters raised under Rule 377, Special Mention and any other matter raised by Hon'ble MPs.</p> <p><b>Bhoomi Rashi matters</b>- Addition/ Deletion of new modules in portal requiring significant changes</p> <p><b>High Court Contempt Cases and Cases filed in Apex Court</b></p> <p><b>VIP references</b></p>	US	DS/Dir	JS	Secy.	Hon'ble MOS (RTH)/ Hon'ble Minister (RTH) (as the case may be)
2.	<ul style="list-style-type: none"> <li>Issuing necessary clarifications to the concerned Project Implementing Agencies regarding settled Policy matters (Matters that have been incorporated in LA guidelines) relating to land acquisition for NHs</li> <li>Monitoring LA pipeline &amp; projects</li> <li>Defense land proposal requiring 'in-principle' approval</li> </ul>	SO	US	DS/Dir.	JS	JS
3.	<p><b><u>Implementation Issues and routine matters</u></b></p> <p>a) Forwarding of project specific LA related Court Cases, public grievances, representations and other matters, to the concerned</p>	SO	US	DS/ Director	--	DS/ Director

	Project Implementing Agency. b) BhoomiRashi routine matters (not requiring significant changes in portal)					
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### Finance Division

S. No.	Class or case with brief subject	Levels through which to be submitted to decision making level				Decision making level
		Level I	Level II	Level III	Level IV	
1.	<b>Existing</b>					
	All Matters	ASO/SO	US	Dir	AS&FA	AS&FA
2.	<b>Proposed</b>					
	All Matters	ASO/SO	US	Dir.	AS&FA	AS&FA

### EAP Section

S. No.	Class or case with brief subject	Levels through which to be submitted to decision making level				Decision making level
		Level I	Level II	Level III	Level IV	
1.	Standard bidding document/REP	AE/EE	SE/CE	AS/ DGRD	Secy. / MOS/ Minister	Secy. / MOS/ Minister
2.	Tendering process Approval of Minutes of Evaluation Committee,	AE/ EE	SE/ CE	AS	Secy.	Secy.
3.	Bidding documents (REOI/REP/REB etc.)	AE/ EE	SE/ CE	AS	Secy.	Secy.
4.	LOA/Contract Agreement, Formation of Evaluation committee etc.	AE/ EE	SE/ CE	AS	Secy.	Secy.
5.	Revised Estimate technical proposal	AE/EE	SE/CE	AS	IFD/Secy.	Secy.
6.	Change of scope/Extension of Time	AE/EE	SE/CE	AS	Secy.	Secy.
7.	Examination of PPR/DPR	AE/EE	SE	CE/AS	--	CE/AS
8.	Parliament question, assurance, Rule 377, zero Hour	AE/EE	SE/CE	AS	Secy. / MOS/ Minister	Secy. / MOS/ Minister
9.	Sanction of Estimates	AE/EE	SE/CE	AS	Secy.	Secy.
10.	Interim unaudited financial report (IUFR)	AE/EE	SE	CE/AS	--	CE/AS
11.	Proposal for AA & FS of JICA/ADB funded NHIDCL works	AE/EE	SE/CE	AS	Secy.	Secy

### Planning Zone and W&A Section

Sl. No.	Class of Cases with Brief Subject	Channel of submission				Decision making level
		Level-I	Level-II	Level-III	Level-IV	

1	NH notification and entrustment proposal	SO / TO (TG Section)	SE	CE	Secy	Minister
2	Policy related matter	EE	SE	CE	Secy	Minister
3	Allocation of Funds / Sanction ceilings	AEE	SE	CE	Secy	Minister
4	Annual Plan works	AEE/EE	SE	CE	Secy	Minister
5	Data related to NH declaration, Maps of NHs	TO (TG Section)	SE	CE	Secy	Minister
6	Custody of Cadastral Maps	TO (TG Section)	SE	-	Secy.	Secy. (only for procure ment of new maps/ phasing out of records)
7	Data related to Budget and Accounts; Budget Announcement	AEE	SE	CE	Secy	Secy
8	Demands for Grants	EE	SE	CE	Secy	Secy
9	Matters pertaining to Parliamentary Committee on Estimates / Parliamentary Standing Committee	EE	SE	CE	Secy	Secy
10	PRAGATI Matters	-	-	CE	Secy	Secy
11	E-Samiksha Matters	-	-	CE	Secy	Secy
12	Information to DEA / PMO / Cabinet Secretariat / NITI Aayog; Tribal Sub Plan and Scheduled Caste Sub Plan	EE	SE	CE	Secy	Secy
13	PM Infra / OOMF	AEE	SE	CE	Secy	Secy
14	SGOS on Infrastructure (Vision 2024) / Plan Documents	--	SE	CE	Secy	Secy

#### Road Safety Division

Sl. No.	Class of Cases with Brief Subject	Channel of submission				Decision making level
1.	Continuation of schemes/New scheme/sanction of proposals	Level I	Level II	Level III	Level-IV	
1.1	Third party evaluation/ SFC/EFC note for continuation of scheme		Dir/DS	JS/AS	Secy	Minister
1.2	Sanction of new proposals/activities under the existing scheme	AEE/US	Dir/DS	JS/AS	Secy.	Secy
1.3	Road Safety Annual Media Plan	US	Dir/DS	JS/AS	Secy.	Secy
2.	Release of payments	Level I	Level II	Level III	Level-IV	Decision making level

2.1	Annual Budget Estimate/Revised Estimate for the existing schemes	AEE/SO	US	Dir/DS	JS/AS	JS/AS
2.2	Submission of proposals for concurrence of IFD	AEE/SO	US	Dir/DS	JS/AS	JS/AS
2.3	AA & FS for work/activities issued with the approval of Secretary (RT&H) and expenditure within the approval	AEE/SO	US	Dir/DS	JS/AS	JS/AS
2.4	AA &FS for work/activities which were issued with the approval of Secretary (RT&H) and expenditure excides the approval	AEE/US	Dir/DS	JS/AS	Secy.	Secy
2.5	Submission of Sanction order for vetting of IFD	AEE/SO	US	Dir/DS	--	DS/Dir
2.6	Signing of sanction order as per vetting of IFD	ASO	AEE/SO	US	--	US
2.7	Processing of sanctions for payment	ASO	SO	--	--	SO(RS) being DDO, Transport Wing
<b>3.0</b>	<b>Correspondences</b>	<b>Level I</b>	<b>Level II</b>	<b>Level III</b>	<b>Level-IV</b>	<b>Decision making level</b>
3.1	Correspondences with the States/UTs, Other Central Departments/ Ministries Executing Agencies	AEE/SO	US	Dir/DS	JS/AS	JS/AS
3.1	Reminder to the States/UTs, Other Central Departments/ Ministries Executing Agencies	ASO	SO	US	Dir/DS	Dir/DS
3.2	Report on Official Language	ASO	SO	US	--	US
<b>4.0</b>	<b>RTI/CPGRAM/VIP references</b>	<b>Level I</b>	<b>Level II</b>	<b>Level III</b>	<b>Level-IV</b>	<b>Decision making level</b>
4.1	CPIO	ASO	AEE/SO	US	--	US
4.2	1 <sup>st</sup> Appellate authority	ASO	AEE/SO	Dir/DS	--	Dir/DS
4.3	CPGRAM	ASO	AEE/SO/ US	Dir/DS	--	Dir/DS
4.5	VIP references	AEE/SO/ US	Dir/ DS	JS/AS	Secy.	Minister/ MoS (As the case may be)
<b>5.0</b>	<b>Parliamentary matters</b>	<b>Level I</b>	<b>Level II</b>	<b>Level III</b>	<b>Level-IV</b>	<b>Decision making level</b>
5.1	Unstarred Parliament Question	SO/AEE/ US	Dir/DS	JS/AS	--	Minister
5.2	Starred Question	DS/Dir	JS/AS	Secy	--	Minister
5.3	Parliament Assurance related works	SO/AEE/ US	Dir/DS	JS/AS	--	Minister
5.4	Parliamentary Committees	Dir/DS	JS/AS	Secy	--	Minister

	related works					
6.0	Supreme Court Committee/District Road Safety Committee/ NRSC	Level I	Level II	Level III	Level-IV	Decision making level
6.1	Supreme Court Committee	SO/AEE/ US	Dir/DS	JS/AS	Secy.	Secy.
6.3	NRSC	Dir/DS	JS/AS	Secy		Minister

### MVL Division

Sl. No.	Class of Cases with Brief Subject	Channel of submission				Decision making level
		Level I	Level II	Level III	Level-IV	
1.	Administrative and Financial Sanction	ASO/SO	US/DS/ Dir	JS	Secy.	Secy.
2.	Rules Making/Policy Matters	ASO/SO	US/DS/ Dir	JS/ Secy.	Minister	Minister
3.	Matter relating to Departmental Parliamentary Standing Committee	ASO/SO	US/DS/ Dir	JS	Secy.	Secy.
4.	Parliament Question and other Parliamentary matters	ASO/SO	US/DS/ Dir	JS/ Secy.	Minister	Minister
5.	Audit Para(s)	ASO/SO	US/DS/ Dir	JS	Secy.	Secy.
6.	VIP/PMO References	ASO/SO	US/DS/ Dir	JS/ Secy.	Minister	Minister
7.	Miscellaneous References	ASO/SO	US/DS/ Dir	JS	Secy.	Secy.

### TRANSPORT SECTION

Sl. No.	Class of Cases with Brief Subject	Channel of submission				Decision making level
		Level I	Level II	Level III	Level-IV	
1.	RTI Appeal	SO	US(CPIO)	--	--	US(CPIO)
2.	RTI		Director (Appeal)			Director (Appeal)
3.	Public Grievances					
4.	Development of Bus Ports	ASO/SO/.AEE/US	Dir.	JS	Secy./ Minister	Secy./ Minister
5.	Strengthening of Public Transport System (ITS)					
6.	Grant to States for Public Transport under Nirbhaya Scheme					
7.	Vehicle Tracking System under Nirbhaya Scheme					
8.	Development of Ropeways					
9.	Logo Support of MoRTH	SO	US	JS	Secy.	Secy.
10.	Scrappling Policy	SO	Dir.	JS	Secy./ Minister	Secy./ Minister
11	Training Sponsored by MoRTH	SO	US	JS	Secy.	Secy.

12.	Administrative matter of UTs	US	Dir.	JS	Secy./ Minister	Secy./ Minister
13.	Administrative Matter of CIRT/ASRTU	US	Dir.	JS	Secy./ Minister	Secy./ Minister
14.	Parliament Questions/Saaurances	SO	Dir.	JS	Minister	Minister
15.	Parliamentary Matters	SO	Dir.	JS	Minister	Minister
16.	Budgetary Matters	US	Dir.	JS	Secy.	Secy.
17.	VIP References	Consultant/SO	US/Dir	JS	Secy./ Minister	Secy./ Minister
18.	Carriage by Road Act.	US	Dir.	JS	Secy.	Secy.
19.	National Permit	US	Dir.	JS	Secy.	Secy.
20.	Court Cases	Consultant/SO	Dir	JS	Secy.	Secy.
21.	Matter related to Taxi Aggregators	US	Dir.	JS	Secy.	Secy.
22.	TDC Meeting	US	Dir.	JS	Secy./ Minister	Secy./ Minister
23.	Issues related to Transporters under MV Act.	US	Dir.	JS	Secy.	Secy.
24.	Misc. other issues	SO	US	JS	Secy.	Secy.

**NHIDCL Cell, IAHE Cell, Logistics Section and Media Cell**

S. No	Class or cases with brief subject.	Levels through which to be submitted to decision making level				Decision making level
		Level I	Level II	Level III	Level-IV	
1.	Developments/ infrastructure/ projects	SO/US	SE/DS	JS/ Secy.	--	Minister
2.	Regulatory	SO/US	DS	JS/ Secy.	--	Minister
3.	Policy matters	SO/US	DS/SE	JS/ Secy.	--	Minister/ CCEA/Cabinet
4.	Implementation	SO/US	DS	JS/ Secy	--	Minister
5.	Service matters	SO/US	DS	JS/ Secy	--	Minister
6.	Budget & Finance	SO/US	DS	JS	--	Secy.
7.	Any other subject depending upon the nature of work	SO/US	DS	JS	--	Secy. / Minister

**P&P Section**

S. No	Class or cases with brief subject.	Levels through which to be submitted to decision making level				Decision making level
		Level I	Level II	Level III	Level-IV	
1.	Policy ;matter relating to NHAI such as amendment in the format of Accounts etc.	ASO/SO/ US	DS/ JS	Secy.	Hon'ble Minister	Hon'ble Minister
2.	Submission/laying of Annual Report of NHAI to Parliament	ASO/SO/ US	DS/ JS	Secy.	Hon'ble Minister	Hon'ble Minister
3.	Work relating to Departmental	ASO/SO/ DS	JS	Secy	Secy.	

	Parliamentary Standing committee	US				
4.	Parliamentary Assurance, Parliament Questions	ASO/SO/ US	DS/ JS	Secy.	Hon'ble Minister	Hon'ble Minister
5.	Reply of Audit Paras to C&AG	ASO/SO/ US	DS	JS	Secy	Secy
6.	VIP references	ASO/SO/ US	DS/ JS	Secy.	Hon'ble Minister	Hon'ble Minister
7.	Public Grievances	ASO	SO	US	DS	DS
8.	RTI	ASO	SO	US	DS	DS
9.	Miscellaneous References	ASO	SO	US	DS	DS

#### BP&SP Section

S. No	Class or cases with brief subject.	Levels through which to be submitted to decision making level				Decision making level
		Level I	Level II	Level III	Level-IV	
1.	Implementation of SOP issued by the Ministry vide OM. No. NH-14012/27/2014-P&M dated 21.12.2017 for Bharatmala Pariyojana Phase-I Projects as well as Non-Bharatmala work especially listed in the annexure of aforesaid Sop	ASO/SO/ AEE	EE	SE	JS	JS
2.	Processing various contractual/Implantation issues with respect to National Highway Projects referred by NHAI.	ASO/SO/ AEE	EE	SE	JS	JS
3.	Rationalization of Bharatmala corridors.	AEE/EE/ SE	JS	Secy.	Hon'ble Minister (RT&H)	Hon'ble Minister (RT&H)
4.	Processing NH Projects with respect to DPR, alignment Finalization, other statutory clearances etc. as may be referred by NHAI.	AEE/EE/ SE	JS	Secy.	Hon'ble Minister (RT&H)	Hon'ble Minister (RT&H)
5.	Processing NH proposals for IFD concurrence and providing assistance to SFC/EFC in Appraisal of NHAI Projects, Preparation of minutes, obtaining and conveying the necessary the necessary administrative approval to respective authorities including NHAI.	AEE	EE/SE	JS	Secy.	Secy.
6.	Modification of contracting documents for DPR Consultation and IE/AE.	ASO/SO/ AEE	EE	SE	JS	JS
7.	Geospatial Surveys	ASO/SO/ AEE	EE	SE	JS	JS

8.	Parliament Questions	ASO/SO/ AEE	EE/SE	JS	Hon'ble Minister (RT&H)	Hon'ble Minister (RT&H)
9.	VIP references	ASO/SO/ AEE	EE/	JS	Hon'ble Minister (RT&H)	Hon'ble Minister (RT&H)
10.	Public Grievances	ASO/SO/ AEE	EE	SE	--	SE
11.	RTI	ASO/SO/ AEE	EE	SE	--	SE
12.	Any other work assigned from time to time.	ASO/SO/ AEE	EE	SE	JS	JS

### International Cooperation Division

S. No	Class or cases with brief subject.	Levels through which to be submitted to decision making level				Decision making level
		Level I	Level II	Level III	Level-IV	
1.	International Cooperation in Roads, Road Transport & Highways Sector.	ASO/SO	US/Dir.	JS/Addl. Secy.	Secy./ Minister	Secy./ Minister
2.	Scrutinizing proposal and offers relating to bilateral cooperation and Memorandum of understanding, Memorandum of Cooperation /Framework of Cooperation with various Countries.	ASO/SO	US/Dir.	JS/Addl. Secy.	Secy./ Minister	Secy./ Minister
3.	Deliberations and developments in the Road Transport and Highways Sector on behalf of India at International Forums like South Asian Association for Regional Cooperation (SAARC), Bangladesh, Bhutan, India and Nepal (BBIN), International Road Federation, International Transport Forum, World Economic Forum, Forum of Asian Ministers of Transport Asian Investment Conference 2010, Asia - pacific Ministerial Conference India- Singapore trade and Investment forum, 2 <sup>nd</sup> world Bank - Singapore Infrastructure Finance Summit etc.	ASO/SO	US/Dir.	JS/Addl. Secy.	Secy./ Minister	Secy./ Minister
4.	All Matters pertaining to united Nations Organizations like united nations Economic	ASO/SO	US/Dir.	JS/Addl. Secy.	Secy./ Minister	Secy./ Minister

	Commission for Europe (UNECE), United Nations Economic Commission for Europe (UNECE), united Nations Economic and social Commission for Asia and the Pacific (UNESCAP), National Development programme, World Trade Organization General Agreement on Trade in Services, World Bank, Asia Development Bank, Japan International Cooperating Agency (JICA), New Development Bank.					
5.	Processing for foreign visits of Minister (RT&H), MOS (RT&H), Secretary (RT&H), Additional Secretary and Indian delegations led by them, Joint Secretary and other officers, entry the visit into FVMS rolling Plan.	ASO/SO	US/Dir.	JS/Addl. Secy.	Secy. / Minister	Secy. / Minister
6.	Entry of the visit into FVMS rolling plan	ASO/SO	US			US